

SHARPEN YOUR ORDERING SKILLS

RECIPIENT AGENCY CONSIDERATIONS

Carol Sykes, MS, SFNS

Virginia Beach City Schools



Virginia Beach Commodity Value per Year, over
\$1,300,000

ENTITLEMENT

(Planned Assistance Level =PAL)

- Know it
- Use it
- Monitor it

COMMODITY REQUESTS MENU DRIVEN NOT COMMODITY DRIVEN

- Plan the menu, request commodities to fit the menu
- Follow a cycle menu to better plan commodity items & quantities
- Order specific commodities to cover day one through the end of school
- Match commercial and commodity specifications for seamless presentation to customers

LEARN PROCEDURES & OPTIONS IN YOUR STATE

- Direct ship
- Processing for a fee/fee for service
- Net Off Invoice
- Rebates
- Depart. of Defense Produce = DOD

LEARN PROCEDURES & OPTIONS IN YOUR STATE

- Method for Recipient Agencies to Place Requests

Electronic Commodity Ordering
System= ECOS

Other request systems

LEARN PROCEDURES & OPTIONS IN YOUR STATE

- Availability of processing catalog
- Opportunities to examine processed products
 - Commodity processing food shows
 - Co-ops
 - Broker/manufacturer information

LEARN PROCEDURES & OPTIONS IN YOUR STATE

- Review

National Processing Agreement =NPA
approved processor list on FDD
website for available vendors &
products:

<http://www.fns.usda.gov/fdd/programs/national>

LEARN PROCEDURES & OPTIONS IN YOUR STATE

- Ask questions
- Ask for help to solve problems:

Example: Cheese excess at one processor, no cheese at another for rebates

The State of Virginia and the two pizza companies facilitated a cheese transfer and rebates were paid

LEARN PROCEDURES & OPTIONS IN YOUR STATE

- Not enough choices in your state?

Work cooperatively to bring about
change

LEARN WHAT OTHER STATES OFFER

- Join the American Commodity Distribution Association

<http://www.commodityfoods.org>

DIRECT SHIP/BROWN BOX VERSUS PROCESSED

- Your storage and distribution capacity and methods
- Frequency and timing of direct shipments
- Storage costs
- Processing fees/fee for service

PROCESSING CONSIDERATIONS

- Purchased product cost compared to:

Processing fees + storage fees

- Donated Food = DF per case
Examine competitive brand yields, DF per case
- Labor
- Nutrient analysis
- Product quality
- Food safety, raw versus fully cooked

PROCESSING CONSIDERATIONS

- Are commercial and USDA processed equivalents available?
- Are year round monthly/periodic shipments offered?
- What are minimum pounds per shipment?

PROCESSING CONSIDERATIONS

- Are carryover balances allowed?

May help facilitate back to school orders (before USDA makes purchases)

May allow use of entitlement, otherwise declined

May help prevent local summer storage fees

PROCESSING CONSIDERATIONS

- Will the processor substitute commercial product until the USDA commodity arrives?
- What is the order placement method with the processor?
- What is the lead time between order placement and product shipment?
- Can orders be adjusted once placed?
- Annual product quantity needed, look at:
USDA quantity + Purchased quantity =

TOTAL NEEDED

COMMODITY PROCESSING SUMMARY SHEET

Commodity Processing Summary Sheet School Year 2006-2007 As of 6/28/06

Company _____ Broker Contact Person _____ Manufacturer Contact _____

Broker Contact Information – Phone _____ Cell _____ Fax _____ E-mail _____

Manufacturer Contact Information - Phone _____ Cell _____ Fax _____ E-mail _____

Commodity And Commodity Number	Estimated Carryover Balance	Pounds Requested On ECOS	Pounds Broker or Processor Reported as Allocated	Pounds Actual Carried Over	Total Pounds for the school year	Product And Codes	Summary End Product Data Schedule On File	Process Fee per pound	Process Fee per case	Case Weight	Serves Per case	If Rebate \$ Amt per Case

Minimum pounds per shipment _____

Nutrient Analysis on File _____

Method of order placement: on-line, faxed order form to broker, E-mail message or E-mail order form to broker.

Information verified by the broker representative, signature _____, Date _____

Carol Sykes, SFNS - Virginia Beach City Schools, Carol.Sykes@VBSchools.com, (757) 263-1101

TRACK COMMODITIES AND ENTITLEMENT

- Amounts ordered
- Amounts actually received
- Amounts due
- Timing of actual shipments compared to requested arrival months
- Carry over balances remaining
- Newly allocated balances

TRACK COMMODITIES AND ENTITLEMENT

- IF ON ECOS, Check ECOS for:

Entitlement balance left

Requests cancelled

New offerings

TRACK COMMODITIES AND ENTITLEMENT

- If entitlement remains:

Consult ECOS for current offerings

Ask the state agency for current offerings and/or to open ECOS for available offerings or if more opportunities to order will occur

USDA PROCESSING ORDER TRACKING

USDA PROCESSING ORDER TRACKING		Carol Sykes, SFNS		ITEMS IN BOLD HAVE BEEN ORDERED																	planned orders													
July 2005 thru June 2006		Virginia Beach City Schools		9.5 months of service																														
As of 6/28/06		Carol.Sykes@VBSchools.com		4.2 av del/month after																														
EXAMPLE FOR ANC 2006		(757) 263-1101		40 deliveries Septo.Juni delivery																	1	2	3	4	5	6	7	8	9	10	Order	QTY	QTY	#s
		Carry #s	Total	Max	Aver/ Del	Av per at 7/1																												
ITEM & MANUFACTURER CODE	UNIT	VB#	over #s sent	#s	DF/cs	per YR Del	High	Month op	inv wk/12	J/A	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Qty	Rec'd	DUE	calc.	#Balance										
CHEESE PROCESSOR A																																		
Red Fat Mac & Cheese, Code XXX	6/5#	1182	8989	8989	4.31	2086	26	62	107	0	45				180		180	120	120	100	700	700	0	3017	5972									
ACTUAL shipments by month received															180		180	120	120	100														
BEEF PROCESSOR A																																		
Nov 05 to use entitlement, as shipped			0	24868	24868																													
Chili, beef & no beans																					0	0	0	0	0									
ACTUAL shipments by month received																																		
Spaghetti Sauce Beef code XXX		1171	0	15352	15352	16.16	950	32	88	135	0	92		250	275		200		175		175	1075	1075	0	17372	-2020								
ACTUAL shipments by month received														250	275		200		175		175													
BEEF PROCESSOR A TOTAL				40220	40220																			17372	22848									
BEEF PROCESSOR B																																		
Nov 05 to use entitlement, as shipped				34145																														
ACTUAL shipments by month received																																		
Beef Steak, 100/5oz, code XXX wrap	31.25#/cs	1172	955	8628	9583	31.72	5	11	13	0	0		30	24	18	30	30	30	30	30	25	25	272	162	110	8628	955							
ACTUAL shipments by month received													30	24	18	30		30	30															
Beef Steak, 100/3oz, code XXX	18.75#/cs	1173	20971	90273	111244	19.30	5764	153	195	645	0	0	600	500	500	500	500	600	800	625	625	925	6175	6084	91	119178	-7934							
ACTUAL shipments by month received													501	501	501	500	500	602	804	625	625	925												
BEEF PROCESSOR B TOTAL				21926	133046	154972																			127805	27167								
CHEESE PROCESSOR B																																		
Breaded Mozzarella Sticks, code XXX	87/5stx	1097	20611	45792	66403	11.35	5851	97	153	451	80	62		800	560	560	560		250	550	450	250	200	4180	4177	3	47441	18962						
ACTUAL shipments by month received														800	560	560	560		250	497	500	250	200											
												TOTAL CASES				199																		
																				#### 12198														

FOR INFORMATION CONTACT:

Carol Sykes, MS, SFNS
Operations Supervisor
Office of Food Services
Virginia Beach City Schools
P.O. Box 6038
2435 Princess Anne Road
Virginia Beach, VA 23456

Phone (757) 263-1101

Fax (757) 263-1527

E-mail: Carol.Sykes@VBSchools.com

